



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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Instruction Memorandum **No. CA 2000-013**

Expires: 09/30/02

To: All Supervisors

From: State Director

Subject: Initiatives for Eliminating Barriers to Diversity: Recruitment Strategy

On August 11, 2000, the Assistant Director of Human Resources, Warren Johnson, issued a memorandum transmitting guidance for Managers and Supervisors in the area of recruitment, with a focus on diversity (WO Instruction Memorandum No. 2000-173). The guidance contains two new policies that are significant to selecting officials:

- Selecting officials are to develop individually tailored recruiting plan (IRP), in collaboration with EEO and Personnel. These plans must contain various approaches and methods which will likely result in a qualified and diverse pool of applicants from the initial advertisement.
- When initial recruiting efforts do not yield qualified and diverse candidates, positions that are under-represented will be re-advertised with greater effort.

To meet these requirements, our current pre-recruitment consultation process has been expanded. The discussion that takes place prior to any vacancy announcement being issued, will have two purposes: (1) Recruitment Consultation, and (2) Outreach Strategy development. The recruitment consultation will assist the selecting official in determining, among other pertinent information, the various recruitment options to consider. It also provides EEO an opportunity to share with the selecting official the under-representation data for the occupational series. This will help you focus your recruitment efforts in the outreach strategy plan.

The requirement for pre-recruitment consultation and development of an outreach strategy is applicable for filling all positions. However, positions that are not under-represented or are

temporary in nature and do not have the potential to be made permanent (including promotions and details), are not subject to the new mandatory re-advertisement efforts. The specific procedures for filling vacancies will be as follows:

1) Once a SF-52 request for recruitment is received, the supervisor of the position will be contacted to establish a suitable time for a telephone conference call/meeting. A copy of the Recruitment Consultation form with the Under-Representation Data will be faxed to them at this time. Attached is a sample of the “Recruitment Consultation and Outreach Strategy Plan” form that will be used during these consultations.

Responsibility: Personnel Specialist.

2) The conference call/meeting, is expected to produce two products i.e. Recruitment Strategy and an Outreach Strategy.

Responsibility: Supervisor, Personnel Specialist, EEO Specialist

3) Within the week prior to the close of the announcement, an assessment will be made to determine if recruitment efforts resulted in a diverse pool of applicants.

a) If recruitment efforts yield a sufficiently diverse candidate pool, selection may be made from these candidates.

Responsibility: Personnel Specialist, EEO Specialist

b) If initial recruitment efforts for under-represented positions¹ are not successful in yielding a sufficiently diverse pool of applicants, the position will be re-advertised with greater effort.

Responsibility: Supervisor, Personnel Specialist, EEO Specialist

c) A waiver to this re-advertisement requirement may be granted by the State Director if he is fully satisfied that reasonable alternative approaches were considered and aggressive outreach was pursued in the initial efforts. It is the supervisor’s responsibility to develop the written justification for the waiver.

Responsibility: Personnel and EEO Officers

4) At the completion of the recruitment process, the IRP is to be maintained in the vacancy file with an analysis as to the results achieved and lessons learned. The analysis conclusion must be signed by the Personnel and EEO Officers.

Responsibility: Personnel Specialist and EEO Specialist

Keep in mind that consultation meetings must be completed prior to any vacancy announcement being posted in USAJobs. Please take an opportunity to familiarize yourself with the forms. Any efforts to formulate your recruitment and outreach strategy prior to the consultation meeting will assist in expediting the process. Also, please be aware that this new process is a work in progress and will be tested for continued relevance in meeting our needs.

¹These are defined as mission-related occupations with at least 10 employees. These are identified by EEO from the FPPS Accountability Report.

I am committed to ensuring that California does what is possible and relevant to meet the needs of the changing demographics and that our workforce is reflective of those demographics with highly skilled and diverse employees.

If you have questions or need further clarification, please contact either Annisteen Pack-Lovelace, EEO Officer (916) 978-4492 or Sherian Long, Personnel Officer (916) 978-4461.

Signed:
Mike Pool
State Director

Authenticated:
Liza Raymundo
Records Management

Attachment - Pre-Recruitment Consultation and Recruitment Strategy (3 pp)